

TreeVitalize Appendix IX: Questions and Answers about Treevitalize Metros

Is a match required for this program?

Yes, the program requires a 50:50 match. The match can be cash and/or in-kind.

How much of the match can be in-kind?

We would prefer to keep the in-kind match at a maximum of 50% of the total. That is one-half of the match can be in-kind and one-half should be cash. For example half of the match could be the purchase of additional trees (which would be considered cash) and half could be in-kind services of staff work on the project, volunteer labor or donated services.

What about project administration costs?

Grant funds may not be used for administrative costs, but administrative costs may be used as part of the community's cash or in-kind match.

Does volunteer attendance at Tree Tender or Tree Manager trainings count toward the in-kind match?

No.

Does staff attendance at the Tree Tender or Tree Manager trainings count toward the in-kind match?

No.

Does volunteer time working on the plantings count toward the match?

Yes. The rate for volunteer time for this program is \$18 per hour.

Does staff time working on the plantings count toward the match?

Yes. Services and labor provided by the grantee's paid staff to perform the approved scope of work are eligible as in-kind match.

Must volunteers be involved in all planting projects?

All projects must have a volunteer component and applications with significant volunteer involvement may be ranked higher. At least four trained Tree Tenders must be involved in each planting project: two municipal staff members and two volunteers.

Can the grant pay for contracted planting of the trees?

The grant program can pay for contractors to do some of the work, but this will be reviewed and approved in the context of each project.

Will there be a cost for the required training sessions (Tree Tenders and Tree Managers)?

There will be a nominal cost for meals, and possibly lodging. Other costs (materials and presenter fees) will be covered by DCNR grant funding to PA Community Forests and federal funding to the Bureau of Forestry.

Will site inspections be required after project completion?

Yes. A Bureau of Forestry Service Forester or Penn State Extension Forester will complete this inspection and will need to sign off on the Final Sub-Grant Payment Request Form.

How will the grants be managed?

Grants will be managed by your TreeVitalize Metro Partner.

Is a bid process required for tree purchases?

Municipalities must follow state law and local codes established for purchasing. All contracts, material purchases, equipment rentals, etc. for a total project of \$10,000 or more must be publicly advertised for bids.

How will trees be selected?

Tree species guidance and acceptable quality standards are provided in Appendices V and VI. Technical assistance is available through the Bureau of Forestry and Penn State Extension Urban Foresters.

Where can trees be planted?

Trees must be planted on public land or public rights-of-way (street trees, parks, etc).

Who is eligible for funding under this program?

Municipalities (any county, city, borough, incorporated town, township, or home rule municipality) and Municipal Agencies (any official agency created by a municipal government under the laws of the Commonwealth such as municipal authorities, Council of Governments and intergovernmental organizations) within the metropolitan counties as defined by the 2006 census (excluding Pittsburgh and Southeastern PA which are covered by other programs). Densely populated areas with low tree cover will receive priority for funding.